

Port of Umpqua

Regular Meeting Minutes
January 20, 2021 at 7 p.m.
Port of Umpqua Annex
1841 Winchester Ave
Reedsport, OR

THESE MINUTES ARE FINAL and APPROVED.

Commissioners Present:

President Keith Tymchuk
Vice President Carey Jones
Secretary Barry Nelson
Treasurer Lee Bridge
Asst. Secretary VACANT

Port Staff Present :

Port Manager Charmaine Vitek
Administrative Assistant Karen Halstead

Public Present (via phone): Emily Bradley, SCDC

NOTE: All items handed out at the meeting are available for view by request.

Proceedings:

The meeting was called to order at 7 p.m. by President Keith Tymchuk.
All Commissioners were present for the meeting.

APPROVAL OF AGENDA:

Charmaine requested to add Item #2 Scholarship Criteria and Selection Discussion. Commissioner Bridge made a motion to approve the agenda with this addition, 2nd by Commissioner Nelson. Motion passed by unanimous vote.

APPROVAL OF MINUTES:

Commissioner Bridge made a motion to approve the meeting minutes from December 16, 2020 as drafted and presented, 2nd by Commissioner Jones. Motion passed by unanimous vote.

APPROVAL OF BILLS:

Commissioner Nelson moved to approve payment of checks in the amount of \$11,163.83 to be paid out of the General Fund, 2nd by Commissioner Jones. Motion passed by unanimous vote.

PUBLIC COMMENT:

There was none.

REGULAR BUSINESS:

**1. Property Purchase and Oregon Seafoods Updates – Charmaine
Environmental Assessment:**

After The Port purchases the property from The County, as part of our due diligence The Port has 60 days to have an environmental assessment done. This assessment will check for anything adverse on the property. Land & Water out of Roseburg came out last week and met with Charmaine, Jim Zimmer, and Ryan Sullens to walk around the site. There were a lot of different things looked at and a lot of questions asked during the walk through. The actual report hasn't come back yet, but the gentleman who did the walk-through said it looked good to him and he didn't anticipate any environmental problems at all.

GEO Tech Assessment: The Port contracted with Pinnacle, out of Roseburg to complete a GEO Tech Assessment. The assessment will check to see if the fill on the property will be appropriate for the building that Mike wants to put there. The plan is to get the assessment done, hopefully they will be onsite the week of February 5th. The Port is paying for this assessment as part of our due diligence; it would have been needed regardless of Mike planning to build on the site or not.

Central Lincoln PUD: The Port is having PUD put in basic electrical infrastructure near the existing infrastructure by the ice machine. This will include everything except the transformers. Scotty Lewis of Tractor Services will be doing the trenching and excavating work. Once this is done the site will be ready for anyone wanting to setup a business on the property. This project will be ready to start as soon as Scotty and Jeff Stone with PUD can coordinate their schedules.

More: The Port is currently waiting to hear back from Mike regarding the lease between The County and himself. He received the lease on December 7th and since Charmaine hadn't heard anything back, she contacted Mike on Monday and asked him for a status of the lease. Mike is waiting for the Geo Technical Assessment. If that assessment comes back stating he will need to put in pilings to support the building, it will be a deal breaker and he will back out. The Geo Technical Assessment will include the whole area and not just the portion where Mike wants to build.

Carey: Is concerned that the longer this takes the easier it will be for Mike to decide to go somewhere else with his project.

Charmaine: The same thought has crossed her mind; Mike is already working on a couple of other projects, but The Port can only do what they can. There are a lot of requirements when working with government. Mike initially came to The Port at the September meeting and The Port was able to get the lease back to him the first part of December. That is only 2 months which is good especially for government projects. If Mike does decide to back out for some reason The Port will still have all the infrastructure in place and be ready for any other business that may want to locate there.

Charmaine gave a lot of credit to the lawyers for continuing to push The County and keep things moving. Carrie and Mark at LGLG have been working on this project and have done a great job.

Regarding buying the property The Port has seen the proposed sale and purchase agreement but there are several other agreements that are involved. It's taking the county some time because of their requirements when selling property. They must do the plotting, platting, and surveys and all of that takes time.

Emily: If there is anything at all that SCDC can do to help this project move forward let her or Shaun know.

2. ADDED: Scholarship criteria and selection discussion – Charmaine:

Got a call from Charissa from the high school who has taken over the position that oversees any scholarships. She wanted to know if Charmaine was going to create criteria and then score applications for The Port's scholarship. Charmaine said she would bring it to the board to see if there were any criteria that the Commissioners wanted to include. Last year the scholarship applications went to a board at the school who scored them instead of someone from The Port doing it.

Keith: The "general" application was used in the past and there is a group of staff members who review these. It is common practice for a party offering a scholarship to review them.

Carey: It was discussed before, and Commissioners had mentioned they wanted the scholarship to go to someone who was planning to pursue marine or business. He was on the board that reviewed them last year and was involved in deciding the recipients for several scholarships.

Keith: When kids use the "general" application, they could be applying for multiple scholarships and they are able to check off the fields that they plan to pursue.

Carey offered to do the review and selection process for The Port. He sat on three different boards last year and mentioned after reviewing the first group he was able to get a feel for who would be a good fit for each scholarship. He also knows most of the kids from being around them all the time.

Charmaine: Will contact Charissa and let her know that The Port's scholarship will use the "general" application and Carey will be The Port's representative. Keith liked the idea of the scholarship going to someone who plans to pursue a port related field like marine and/or business.

REPORTS:

STAFF REPORT:

REPORTS: Port Manager,

1. Damage to float dock in Winchester Bay:

Charmaine handed out pictures showing damage that had been done to the new \$65,000 float dock in Winchester Bay (these are available upon request). Damage has happened before, and recently the dock looks like it had been slammed in to by someone who busted it up. The Port's 2 security cameras aren't working, Salmon Harbor has supposed to have been working on them for several months. We have no evidence of who did this, three different places were slammed in to. Larry was able to fix the worst part of the damage and got the bumper put back on. Unfortunately, no one seems to care about the infrastructure The Port has provided out there for the fishermen.

2. Toyota Forklift \$3,500 parts

The bearings in the mast of the Toyota Forklift have gone out, Dan with Billeter Marine came out and took it to his shop. The parts alone will be \$3,500. Going to have Dan bring it back and Larry will continue to use it until it no longer runs. It'll be up to the board to decide if The Port wants to purchase another forklift when the time comes but for now, we don't plan on putting any more money into it. Keith suggested watching for one in surplus property. Carey said the last time he looked at surplus property for a forklift, any that would be a good fit for The Port's needs were all junk. Unfortunately, the forklifts are just like the dock, the fishermen who have keycards can run the forklifts but, they run them too hard or will use them even if there is a flat tire. Just had foam tires put on the Yale forklift to prevent having to put so much money into fixing flat tires. Charmaine pointed out a lot of the other ports don't allow other people to run Port owned equipment, but we don't have the staff to be able to run ours all the time.

Barry: Have you ever approached Neil about fixing the forklifts? His rates are a lot more reasonable and he is a premier machinist. He has Western Machine right off Smith River Road.

3. Insurance Agent of Record

As previously reported Debbie McKinney will be retiring at the end of the month. All special districts are supposed to have an "insurance agent of record". Have been talking with Debbie and SDAO on how to proceed in picking a new agent. SDAO passed along the name Craig Zolezzi who lives in Florence. He is a Commissioner at the Port of Siuslaw and works out of Florence, Drain and Sutherlin. Craig called and would like to come meet the board. Debbie has also offered the names of a couple of local agents as well, Kristen Correll from Juul insurance and Spenser Gordan who is with Huggins/Nasburg in Coos Bay. Debbie suggested having these agents send in a proposal and for the board to talk with all of them.

The Port does not pay an agent, agents receive a commission from SDAO. The proposals would not be about money, but more like a resume of what each can offer The Port, including references and previous special districts they have worked with. It may a good idea to meet

with these folks individually instead of everyone at the same time, after meeting them the board can decide who to go with.

Lee: Suggested contacting other special districts in the area like the hospital, the library and the school and make this a team effort, it may get more attention if the districts appear united in their search. Keith agreed this may be a good idea. Charmaine said that Debbie is recommending the same people to the other districts as she has to The Port. Charmaine will ask and see if that would be beneficial. It was also suggested that Charmaine contact the other insurance company in town to see if they have anyone who represents special districts.

4. Water damage update

ServPro came in and did all of the cleanup, and during the process they found black mold. That too was cleaned up. Usually, ServPro does the complete project from cleanup to repair. They won't be doing the repairs needed because their schedule is so busy. Dan Troxell who is the inspector that Special Districts is contracted with to work in this area, requested that Pacific Coast Restoration out of Coos Bay give SDAO a bid for the repairs which came to \$3,973. Since SDAO is the insured they needed to approve the bid, when it came back to The Port to be signed Charmaine forwarded the bid on to legal counsel for review. The Port can move forward when we hear back from LGLG.

Carey: Did they ever find the cause of the leak?

Charmaine: Yes, someone had thrown a 7-11 cup up on the roof which then plugged the drain causing the water to back up. A long time ago leaves caused water to backup but there was no damage at that time. The odd thing with the cup blockage is that the cup went down into the drain so it couldn't be seen by the security camera that points right at it. When it was discovered Charmaine contacted the roofers who had previously done some work for The Port. When they went up to look at it, they also cleaned up all the leaves and moss and the bill for everything that they did was around \$200. Charmaine asked that they send her a bid for the work they mentioned needs to be done. That bid was almost \$26,000, Charmaine has also requested a bid from Evergreen Roofing out of Eugene.

Last month there was discussion about Christian Walters wanting to purchase Parcel 3 from The Port. Charmaine has contacted Chris Froam who is an appraiser, he plans on doing an appraisal the first week in February.

Reminder: There is a seat open on the board of commissioners. That seat will be up for election in May so the board can decide if they want to appoint someone to serve until the next election or let it be decided at election time.

Carey: Knows someone who is interested in the position. Patrick Roelle, who is a fisherman out of Winchester Bay is interested when he gets back in from the ocean. Carey doesn't think The Port should wait until the election because as it stands right now the board consists of an even number of people. Lee said appointing someone would be a good way to try someone out on the board. Keith said his preference is to wait, but it is fine with him either way the board chooses.

COMMISSIONERS:

Keith: The statement of financial interest is coming up; he went online to complete his and it wasn't available yet.

Charmaine: All of your contact information needs to be updated by February 15th, it will become available in March and as Commissioners you each need to have completed it by April 15th.

Keith: He and Charmaine went down to the Umpqua River dock. There is a water meter down there and Fred decided he was going to disconnect it. The City doesn't disconnect meters. The water had been turned off, but Fred wanted it completely disconnected. The meter isn't on The Port's property, so they will let Fred handle it.

Charmaine: What prompted this, was the fact someone had pulled up to the dock in their boat and filled the boat's water tanks. Fred got a bill for several hundred dollars. Obviously, he was really upset.

Carey: Can we tell Larry to slow down on requesting repairs for the forklift, we paid \$180 just to have a taillight fixed. If Larry had called me, I would've fixed it for free. I cannot see spending \$180 just to fix a brake light. Would you tell Larry to call me instead of Billeter and I will go fix that kind of thing for free.

Carey: Saw the "thank you" note from Tyler and was happy to see it. Tyler wasn't going to go to college but the baseball coach at Clackamas talked to him. Carey had mentioned The Port's scholarship and was glad he reached out. It was impressive because Charissa wasn't aware of The Port's scholarships, so Carey told her about it. He directed her to call Charmaine.

The meeting was adjourned at 7:55 p.m.

The next Port of Umpqua Regular Meeting will be held February 17, 2021 at 7:00 p.m. at the Port of Umpqua Annex building, 1841 Winchester Ave., Reedsport, Oregon 97467.

****Note: THESE ARE QUESTIONS FROM THE COMMISSIONERS WHILE SIGNING CHECKS, BOTH AT THE END OF THE MONTH, AND DURING THE CHECK SIGNING AT THE MEETING:**

12/31/20

Commissioner questions from check signing at end of the month to be included in the January 20, 2021 minutes:

There were no questions.

Checks were signed by Commissioners Tymchuk and Jones.

Questions from check signing at the January 20, 2021 meeting:

Jones: Why were we worried about a brake light on the forklift, felt \$180 was way too much.

Jones: Asked to see the breakdown of the charges from the lawyer's office, said he didn't want to sign the check until he could go over the detailed invoice. Detailed invoice was provided to him for review.

Jones: What is the digital camera for? To take pictures for example if there is damage done to the dock.

Nelson: Tri-County plumbing is \$120 / hour? Yes

Keith Tymchuk, President

Karen Halstead, Admin. Assistant